

Session 5: Module 9 - Nutrition Education	
SCRIPT	
Description	Text
1. Introduction	Welcome to Session 5 Module 9
2. Start	<no script>
3. <ne1>	The next section of the CGS is Nutrition Education.
	Nutrition Education is a required component of every certification appointment.
	However, although you are required to document nutrition education provided when a participant is certified...
	...you are NOT REQUIRED to complete the documentation WHILE you are working in the CGS.
	The Nutrition Education screens looks and functions pretty much the same in the CGS and the Participant Folder.
	Let's start by taking a look at the Nutrition Education screen in the CGS. Go ahead and open it.
4. <ne2>	The left section of the screen displays all of the nutrition education contacts that have been provided to Booney in M-SPIRIT .
	There are three primary types of Nutrition Education: Education Contacts, Peer Counselor Referrals and Materials Given.
5. <ne2A>	Let's start by taking a look at Add Materials Given. Click the button.
6. <ne3>	Again, like all contacts in M-SPIRIT, the Material Date defaults to the current date.
	The date for nutrition education contacts must always be greater than or equal to the most recent certification date.
	...and less than or equal to the current date.
	What this means is that if you document nutrition education in the CGS, the Material Date can only be the current date...
	...while in the Participant Folder, you can change the date to a past date as long as it is within their current cert period.
	Don't worry if you found that confusing. The system has date validations and if it isn't within the defined parameters, M-SPIRIT will let you know.
7. <ne3A>	For instance, if we were to enter a date less than the current date in the CGS, the following validation message would appear.
8. <ne4>	The WIC Category defaults to the participant's current category and is disabled.

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	The grid contains an alphabetical listing of all materials appropriate to the participant's WIC Category.
	The material's list is the same statewide and contains state-provided materials that are commonly used by most agencies.
	Local agencies can suggest other materials to be added to the list via the M-SPIRIT Resource Page.
	The suggestion will be considered by State staff and added if it is determined the item is appropriate for a statewide list.
9. <multiselect1>	You can multi-select in the Materials grid.
	Click on First Twelve Months to highlight it...
10. <multiselect2>	...and Follow the Leader.
11. <multiselect3>	<no script>
12. <selectwrong>	Now, click on No Cereal Zone.
13. <deselect1>	Just like any other multi-select fields, clicking on the item again removes the highlight and de-selects it. Do that.
14. <Select OK>	Click the OK button to save our selections.
15. <click ind>	Notice the Materials have been added to the history grid along with the date of the contact.
	Click on the Add Individual Contact button.
16. <individual>	The Contact Date has the same functionality and parameters as the date field in materials given.
	The Type is either Primary Contact (at Cert., Re-Cert) or Secondary Contact (at Check Pick-up).
	The default in the CGS is Primary.
	The Primary Contact options include both Certification and Nutrition topics in the Topic(s) Discussed grid.
17. <clicktype>	Click the Type drop-down.
18. <type1>	Select Secondary Contact (at Check Pickup).
19. <type1>	Select Secondary Contact
20. <type2>	Secondary Contact is the default in the Participant Folder.
	Notice that the topics are all nutrition topics.
21. <type3>	Selecting topics from the grid functions exactly the same as we saw in Materials Given.

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22. <goal1>	Click the Add Goal Setting Contact button.
23. <goal2>	Again, the Contact Date functions the same.
	Let's click the Goal drop-down arrow to view the available goals.
24. <goal3>	The Goal drop-down only lists those pertinent to the participant's WIC Category. These are goals for an infant.
	Unlike the other nutrition education contacts, you can only select one goal from the list and only one goal can be added per contact date.
	We are going to add a goal.
25. <goal4>	Select Consumes Appropriate Foods for Age from the list.
26. <goal5>	<no script>
27. <goal6>	We aren't going to add a goal result now but let's click on the Result drop-down to take a look at its list.
28. <goal7>	The Result drop-down has the same list regardless of the participant's WIC Category.
	The results are based on the Stages of Change.
	They include Changing - Action; Getting Ready - Preparation; Maintaining - Maintenance; No Follow-up;
	Not Ready - Precontemplation; Other (see notes); and Thinking about Change - Contemplation.
	Information about the Stages of Change is available on the Montana WIC website.
	Click the drop-down arrow to close the list.
29. <goal8>	Click the OK button to save the goal.
30. <goal9>	The goal is displayed under Education Contacts.
	When a goal is added, a placeholder for the goal result is added at the same time.
	We are going to add a goal to a different participant's Nutrition Education screen.
31. <resultpf1>	You can add goal results in the CGS but generally, they are added in the Participant Folder at a follow-up nutrition education contact.
	Let's add a Goal Result into Booney's Nutrition Education tab in her Participant Folder.
	Click on the + next to Goal Setting to expand the folder and see if there is a goal result for Wean from the bottle.

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32. <noresult>	Nope.
	Now notice that the Edit Contact, Material or Referral button is currently disabled.
	Since the Edit button has many functions, you must select what it is going to edit before it can become enabled.
	A good rule of thumb is to always select the date of the contact, since that is always the row that will enable the Edit button.
33. <edit>	The Edit function is similar to other contacts in that you can edit education contacts as long as they were created on the current date.
	Goals are the only type of contact that can always be edited regardless of the date.
	There is also an additional limitation to the edit function in the Participant Folder.
	You cannot edit an Individual Education Contact (either Primary or Secondary) if it is added in the Participant Folder...
	...even on the date it was created. Weird, huh?
34. <edit1>	However, if you need to EDIT an Individual Education Contact on the date it was created, you can always DELETE it and RE-ADD the correct contact information.
	OK. Let's go back to Goal Setting.
	Goals can be edited whether they are added in the CGS or Participant Folder and on any date.
	This flexibility allows the CPA to add a goal result at any time.
	Click on the Goal Setting date to highlight the record.
35. <edit2>	Now that it is enabled, click the Edit Contact, Material or Referral button.
36. <edit3>	Since we are setting a goal result for a goal that was made on a specific date, the Contact Date is disabled and cannot be changed.
	Notice that the Goal drop-down is enabled.
	You can also edit or change the Goal itself at any time.
	However, right now we are adding a goal result to the current goal. Click the Result drop-down arrow to open the list of options.

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37. <edit4>	Let's select Getting Ready-Preparation since during our discussion with mom, she indicated that only water goes in the bottle and only at night.
38. <highlight>	<no script>
39. <Okresult>	Click the OK button to save the goal result.
40. <displayresult>	The Goal Result displays below the goal.
	We are going to return to the Nutrition Education screen in the CGS...
41. <ge>	Now, let's click the Add Group Education Contact button.
42. <gel1>	Local agency coordinators can suggest group ed topics to be added to the list via the M-SPIRIT Resource Page.
	Any suggestions will be considered by State staff and added if it is determined the topic is appropriate for all agencies. Click the Cancel button to exit.
43. <peer1>	Lastly, click the Refer to Peer Counselor button.
44. <peer2>	The Referral Date functions the same as the other Nutrition Ed contacts.
45. <peer3>	The Reason for Referral list is the same regardless of WIC Category.
	For those agencies who provide breastfeeding peer services, you can indicate the general reason why the participant was referred to a peer counselor.
	Click on Return to Work or School to select and highlight.
46. <peer4>	Again, like other nutrition ed contacts, you can multi-select any of the Reason for Referral topics.
	Also select Milk Supply Issues.
47. <peerOK>	Click the OK button to save our selections.
48. <click plus>	The Peer selections display beneath the record header that includes "Referral" and the date of the contact.
49. <delete4>	Click Close to save the Nutrition Education contacts.
50. <ne_end>	<no script>
51. NE4	M-SPIRIT will only allow you to add one of each type of education contacts per day regardless of whether it is added in the CGS or the Participant Folder
	This means that you can add one Primary individual contact, one secondary individual contact, one materials given contact, one goal

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	<p>contact and one peer referral contact on the same day in either the CGS or the Participant Folder</p> <p>However, you can't add two primary education contacts or two goal contacts on the same day</p>
52. DocumentNE	The Nutrition Education screen and tab are one way for you to document the Nutrition Education you have provided to a participant.
	However, you can also use SOAP notes or general notes to document your education contact.
	Please refer to your local agency policy for guidance.
53. Questions	Do you have any questions about what we just reviewed? If so, please submit them via the M-SPIRIT Questions forum on the Montana WIC website.